

Canton City Hall, Third Floor
218 Cleveland Avenue, S.W.
P.O. Box 24218
Canton, Ohio 44701-4218
Hours: 8:00 a.m. - 5:00 p.m.

CIVIL SERVICE COMMISSION
CITY OF CANTON, OHIO
Phone: (330) 489-3360
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OPPORTUNITY FOR EMPLOYMENT

THE CIVIL SERVICE COMMISSION OF CANTON, OHIO

ANNOUNCES

COMPETITIVE MERIT EXAMINATIONS FOR:



AN EQUAL OPPORTUNITY EMPLOYER

DATE OF ISSUE: December 3, 2008
NO: BE5-08

CLASSIFICATION TITLE
TECHNICIAN II
NETWORK/PC SUPPORT
(Canton Board of Education)

STARTING HOURLY RATE
\$14.45

FILING OF APPLICATION

Application must be made on the open application form available in the office of the Canton Civil Service Commission, Canton City Hall, 3rd Floor, 218 Cleveland Ave. SW, Canton, OH 44702, or application may be printed from www.cantonohio.gov under “City Government” click on “City Services” and then on “Civil Service”. Application must be on file no later than **Tuesday, December 23, 2008 at 5:00 p.m.** Applicants **MUST** submit a copy of their valid State of Ohio Driver’s License, unofficial college transcripts, a current resume and any other documentation pertaining to this position.

This is an open examination. Applicants for the open examination must show that they are a reliable worker, must be a High School graduate or possess a G.E.D. and must be a United States Citizen or have legally declared their intention of becoming a citizen.

MINIMUM ACCEPTABLE TRAINING & EXPERIENCE

Applicants must have an Associate's Degree in computer field or three years of equivalent job-related experience; confidentiality; ability to perform without supervision; ability to follow written procedures; ability to make accurate reports and records; demonstrated knowledge of educational organization operations; possess good communication skills; honesty; ability to cooperate and get along with others and the ability to work as a member of a team.

Since this position is for employment in a school setting, all applicants must be able to demonstrate that they are responsible to the community by setting an appropriate example to the students. In this regard, applicants must not have been convicted of a felony in this, or any other state, nor may they be habitual abusers of alcohol or drugs. Under the authority granted by Ohio Revised Code 3319.311, the Canton City Schools are required to do a background check to the Bureau of Criminal Identification and Investigation for records on employment candidates.

CANDIDATE EVALUATION

Candidates will be evaluated based on education and work experience. Candidates meeting the minimum requirements will be assigned a base score of 70%. Additional points will be assigned to candidates based on level of education, licenses, certifications and direct and indirect work experience. Documentation must be submitted with application to receive credit for these areas.

******IMPORTANT NOTICE TO VETERANS******

Candidates who are Honorably Discharged veterans having served more than 180 consecutive days on active duty and present their DD-214 Form - long version **AT THE TIME OF APPLICATION** will receive 20% additional credit, provided they make a passing score. Documentation received after the filing deadline of Tuesday, December 23, 2008 will not be eligible for bonus point award. Applicants are solely responsible for making Commission staff members aware of previous filings of discharge papers by the application deadline if bonus credit is to be claimed.

RESIDENCY BONUS

Applicants who have resided within the Canton City School District for at least six (6) months or longer immediately prior to testing will receive 5% additional credit provided they make a passing score.

THE MAXIMUM ALLOWABLE BONUS POINT AWARD IS 20%.

RATING

Upon completion of the evaluation process, qualified candidates will be placed on the eligibility list for a period of two (2) years and preference will be given in accordance with your final rating. Credit for veteran’s preference and Canton City School District residency will be given.

EQUAL EMPLOYMENT

All qualified persons will receive consideration for appointment without regard to race, religion, color, national origin, sex, political affiliation, age, type of disability, or any other non-merit factor.

DUTIES

The responsibilities of a Technician II/Network/PC Support include but are not limited to the following: Trains computer system users; provides second-level user support activities; researches computer software applications; schedules appropriate computer software activities; coordinates computer systems conversions; implements, installs, tests and releases all versions of computer application systems; coordinates communication between computer software vendors and users; assists with creating user manuals; provides EMIS support; performs other duties as assigned.

